



## **FLEET DIRECTOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, supervise and coordinate the activities of the Equipment Management Division of the Public Works Department; to coordinate equipment management activities with other City divisions and departments; and to provide highly complex staff assistance to the Public Works Manager.

### **Supervision Received and Exercised:**

Receives general direction from the Public Works Manager or from other supervisory or management staff.

Exercises direct supervision over technical, maintenance and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Establish goals and objectives; direct the development of policies and procedures for the Division including setting guidelines on procurement, utilization, repair, replacement and proper management of the City's automotive, construction, off-road and refuse equipment.
- Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.

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- Maintain preventive maintenance activities; prepare reports; maintain records of time, materials and equipment used; assist in ordering supplies and materials.
- Make initial inspections in difficult cases and diagnose mechanical defects; prepare detailed cost-estimates and make recommendations regarding feasibility of major repairs; coordinate the replacement and disposal of obsolete equipment.
- Coordinate equipment repair work with other departments, divisions and sections.
- Develop and review specifications for the purchase of new equipment; evaluate all bids from vendors for vehicle and equipment purchases.
- Ensure the adherence to safe work practices and hazardous waste program regulations by shop staff.
- Establish and monitor complete, accurate and accountable control for all fuel parts, supplies and tools used.
- Coordinate and oversee the establishment of computerized maintenance information system for accurate recording and charging of division services.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Seven years of increasingly responsible automotive and equipment maintenance experience including two years of administrative and supervisory responsibility.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by specialize training in automotive and equipment maintenance or a related field.

#### **Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona Class A Commercial Driver's License (CDL), with the appropriate endorsements.

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**This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 9060**

**Salary Range: 147**

**FLSA: Exempt**